

Vacancy Announcement: Peace Corps Response Coordinator

Duty Station: Tbilisi

Deadline for Application: June 4, 2010

The United States Peace Corps first began its program in Georgia in 2001 and since then more than 300 Volunteers have served in the regions of Georgia in Education and Business & Social Entrepreneurship programs. To better meet the expressed needs of Georgian communities the Peace Corps is initiating a Peace Corps Response Volunteers program, where Peace Corps Response Volunteers will arrive to provide shorter-term assistance to schools, governmental and non-governmental organizations.

Peace Corps Georgia is seeking qualified applicants for the full time position of:

Position Summary:

The Peace Corps Response (PCR) Coordinator will assist with the start-up of this initiative and will be responsible for the overall support and supervision of the Peace Corps Response Volunteers. The PCR Coordinator will serve as a liaison with the Volunteers' partner organizations, and be the Peace Corps Response point of contact for Peace Corps Georgia staff and Peace Corps Response/Washington.

This position is based in Tbilisi, but requires extensive travel throughout the regions of Georgia.

Major Duties and Responsibilities:

- The Coordinator will prepare and conduct a brief (one or two day) orientation for incoming Peace Corps Response Volunteers. The Coordinator will develop the orientation program and schedule in consultation with the Peace Corps Georgia staff and the Volunteers' partner organizations.
- The Coordinator will provide support as needed should serious issues arise between a Volunteer and the partner organization. The Coordinator will ensure that the partner organization is providing appropriate housing and workplace accommodations that meet Peace Corps safety standards.
- The Coordinator will look for opportunities for Peace Corps Response placements, either with existing partner organizations or new partners. The Coordinator will work with the partner organization on a position description.
- The Coordinator will keep the Country Director and the Peace Corps Response Director informed of the progress of the Peace Corps Response initiative, report any changes in a Volunteer's status and submit any requests for additional Volunteers in a timely manner and with a completed position description.
- The Coordinator will inform a partner organization in a timely manner of a Volunteer's arrival date, and ensure that the organization provides an appropriate orientation for the arriving Volunteer.
- When Volunteers complete their service (COS), the Coordinator will ensure that Volunteers complete a final report and evaluation, and complete all required COS paperwork.

Required Qualifications and Abilities:

- Advanced university degree;
- Prior experience in education, environmental or NGO fields;
- Prior management experience;
- Experience in project design, implementation, and monitoring and evaluation;
- Strong computer and organizational skills;
- Excellent interpersonal and cross-cultural communication skills;
- Flexibility and willingness to travel extensively in the regions of Georgia;
- Fluency in written and spoken Georgian and English, and good communication skills in Russian;
- Experience working with Americans is desirable;
- Citizen of Georgia

Applications not meeting the qualifications indicated above will not be considered.

How to Apply:

The Application form is available in the attachment or at the Peace Corps office at 29a Vazha Pshavela Avenue, Tbilisi. All applicants must submit the following to the Peace Corps office or by e-mail to [**vacancy@ge.peacecorps.gov**](mailto:vacancy@ge.peacecorps.gov) :

1. Completed application form (see attached),
2. Resume or CV, and
3. Cover Letter –a detailed written description of how you meet each of the required qualifications and abilities indicated above.

Please indicate in the subject line of your email the position you are applying for.

Further Information:

Note that only short listed candidates will be invited to the interview. Interviews will be held in June.